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Note: Glossary definitions, forms and other relevant information are highlighted in dark blue italics. Click on the specific term to go the applicable section/page of the GCA website.

Single-discipline applicants contact **Tina Lilly**, Arts Services Manager: tlilly@gaarts.org or 404-685-2791.
Multi-discipline applicants contact **Janice Eaton**, Community Arts Manager: jkilby@gaarts.org or 404-685-2797.

I. GENERAL INFORMATION

Grant Description

Operating Support Grants (OS) support the full year's operational budgets of these applicants for the fiscal year:

- Single-discipline arts organizations, including presenting organizations and nonprofit art service organizations
- Multi-disciplinary community arts organizations
- Dedicated arts units of a government or college/university

Who Should Apply

Applicants applying for *OS Continuation (OS CY2 or CY3)* must have been approved for continuation funding for the previous year (Year 1 or Year 2). In the second and third year of continuation funding, the application process for OS is abbreviated. The contract amount remains the same in CY2 and CY3 as the initial award and will only go up or go down as the available total budget for OS grants is increased or decreased. Applicants need only to complete *e-Grant* and submit the OS Continuation application as outlined here.

These Guidelines are only for OS CY2 or CY3. OS Single Year (SY) or Year One (Y1) Guidelines are available via the [Operating Support Grant](#) page of the GCA website.

Funding Request

Applicants in Y2 or Y3 may request no more than the award amount received in the previous year. Continuation applications receive a Yes or No vote by the Peer Review Panel, and applicants' awards will only go up or go down as the available GCA total budget for operating support grants is increased or decreased.

Other important financial requirements: Organizations are required to match the funding request with a dollar-for dollar cash match. Only eligible expenses may be included in the Annual Budget and as a result, the budget submitted to GCA will not be equal to the organization's annual operating expenses. Refer to the list of [Ineligible Expenses](#) to clarify what may not be included.

Applicants may submit only one grant application to GCA in a fiscal year, regardless of type, with the exception of those applying for contracts as part of the GAP Partners Re-Granting Network or the Georgia Artists Initiative.

Deadline

The complete OS Grant application is due January 27, 2010.

All components of the application package: *e-Grant* sections I-V, and all Required Attachments must be uploaded through the e-GRANT SYSTEM no later than 4:45 PM on January 27th

II. FUNDING REQUIREMENTS

All Applicants

All eligible *OS Continuation Y2 or Y3* applicants must:

- Be a 501(c)3 arts organization incorporated in the state of Georgia or a dedicated arts unit of government or of a college/university
- Have been operational for at least twelve months prior to the deadline
- Be currently registered (Active status) with the office of the Secretary of State as a nonprofit
- Be prepared to complete the [Scope of Services](#) and expend all grant funds within FY2011 (July 1, 2010-June 30, 2011)
- Match the grant request with a 100% dollar-for-dollar cash match
- Submit a complete application by the stated deadline
- Submit no more than one application to GCA
- Have received GOS or CAPS Y1 or Y2 funding in FY2010

PLEASE NOTE: If funded, the applicant must adhere to all contractual obligations as stipulated by the state of Georgia and as proposed in the SOS. Failure to do so will result in penalties and jeopardize future funding.

Dedicated Arts Units

For governments, in addition to all requirements listed above, a **Citizens Advisory Committee** must be established that provides oversight to the organization and has:

- At least 60% of the committee's members are from the organization's community (not government officials or staff)
- Up to 40% of the members may be government officials or staff

For colleges/universities, in addition to the requirements above, a **Community Advisory Board** that provides oversight to the organization and has:

- At least 60% of the committee's members from the community (not students, faculty, or staff of the educational institution)

- At least 20% of its revenues is derived from sources other than the parent institution
- Programming that does not predominantly present the works of students, faculty, or staff and where the audience represents the entire community in which the institution resides

III. FUNDING CRITERIA

The OS Panel will evaluate proposals in budget order, from smallest to largest (FY2009 actual expenses determine budget size). Proposals will be evaluated based on the criteria below. Continuation applications will be Approved, Approved with Stipulations, or Not Approved.

1. **Budget:** Are there any decreases in the three-year budget comparison greater than 10% from one year to the next, or over the entire three-year period? Are the explanations provided for the decrease(s) clear and satisfactory?
2. **Scope of Services:** Are there any decreases in the Scope of Services between FY2010 and FY2011? Are the explanations provided for the decrease(s) clear and satisfactory?

IV. APPLICATION INSTRUCTIONS

A complete application requires the electronic submission of all of the following through GCA's **e-GRANT SYSTEM**. For line by line instructions for completing **e-Grant** sections I-V, click on the link below:

- **e-Grant**
- Two-Year SOS Comparison
- Budget Breakdowns
- Three Year Financial Comparison Explanation
- Bonus Arts Education Question Response (optional)
- Supplemental Information

The last part of a complete package is Support Material, which must be submitted to GCA via U.S. Mail or hand delivered, by the stated deadline.

Some application documents will have to be combined with other documents and then uploaded. The checklist at the end of these guidelines shows which documents need to be combined and where they need to be

attached. Applications uploaded without all Required Attachments will be ineligible for review.

Required Attachments

FORMAT REQUIREMENTS

Most of these are documents the applicant should prepare in Microsoft Word and/or Excel, Rich Text, or PDF formatting. Follow these instructions:

- In the header or footer title each page *OS Grant*, followed by *Applicant Name*
- Use an easy-to-read, non-italic, **black** font sized 12 points or larger
- Margins must be a minimum of 1 inch.

TWO-YEAR SOS COMPARISON

Along with completing the Scope of Services Chart in e-Grant, applicants are required to provide a Two-Year Comparison of Scope of Services (SOS) for FY2010 and FY2011. This is a detailed breakdown comparing services of the present fiscal year (FY2010) with the projected fiscal year (FY2011). For each service that the applicant proposes on the FY2011 Scope of Services Chart in *e-Grant*, Section III a brief description is required in this comparison. To complete this section correctly, follow these instructions:

- Provide the breakdowns as a table on as many sheets of 8.5 x 11 paper as necessary; these must be uploaded into e-GRANT SYSTEM
- Provide the comparison in a table with three columns. Label the left-hand column *Scope of Services*, label the middle column *FY2010*, and label the right-hand column *FY2011*.
 - List the line item (title of service) in the left-hand column under *Scope of Services*
 - For each service listed in the table, indicate the quantity of that service that is committed for each fiscal year (FY2010 & FY2011)
 - For FY2011 only: Provide a brief description of each service.
- Count only services produced, presented, or coordinated by the applicant. Therefore, the following restrictions apply:
 - GAP Partners may not count GAP funded programs
 - Re-granting entities may not count re-granted programs
 - Organizations that rent out their facility may not count performances, lectures, classes, etc. presented by another organization renting its venue

- Organizations that present services that are not arts-based should count only their arts services. For instance, a museum that presents both art and history exhibits should count the art exhibits, but not the history exhibits.
- Be sure that there are no inconsistencies in the quantity or type of services listed between the FY2011 Scope of Services Chart in *e-Grant* and the detailed description in the Two-Year Comparison of Scope of Services. For example, if the applicant lists two Catalogues in the FY2011 Scope of Services Chart in *e-Grant*, provide a description of the two catalogues in this comparison
- Definitions of SOS items are provided in *e-Grant* and in *FY2011 Application Glossary*.

NOTE: GCA uses the categories and definitions for *SOS* provided by the National Endowment for the Arts. These definitions are used by the Peer Review Panel when reviewing the applications. Please refer to the *SOS* definitions so that your programs are categorized correctly.

Two-Year Scope of Services Comparison Chart Example

Scope of Services	FY2010	FY2011
b. Catalogues	1	2 (all produced by applicant) - <i>Monica Castillo: Sculpture and Performance</i> - <i>New Works by Six Georgia Artists</i>
e. Exhibitions	2	2 (all produced by applicant) - <i>Monica Castillo: Sculpture and Performance</i> - <i>New Works by Six Georgia Artists</i>
i. Dance Productions	0	1 (presented) - <i>Urban Bush Women</i> (5 performances)

BUDGET BREAKDOWNS

Budget breakdowns are required for each applicable line item listed in the Budget Expenses, Income, and In-Kind Revenue in *e-Grant*, Section IV. Budget breakdowns are required for the following lines in *e-Grant*: Expense Lines 1-5 & 9 and Income Lines 14-20, 23 and 27.

To complete the Budget Breakdowns correctly follow these instructions:

- Provide the breakdowns on as many sheets of 8.5 x 11 paper as necessary, these must be uploaded to e-Grant

- Do not include *ineligible expenses*
- Be sure that there are no mathematical errors; the total amount of each line item in the breakdown must equal the amount listed for that line item in *e-Grant*

Expense Breakdown Example:

01. Personnel – Administrative	
Program Director	\$35,000
Administrative Assistant	<u>\$20,000</u>
Total:	\$55,000

Income Breakdown Example:

14. Revenue – Services, Other	
Rental of Facility	<u>\$10,000</u>
Total	\$10,000
17. Board & Other Private Donors	
Three Private Donors @ \$3,000	\$9,000 <i>pending*</i>
Two Board Donors @ \$1,000	<u>\$2,000</u> <i>confirmed</i>
	\$11,000

**Any income not confirmed at time of application should be marked pending*

In-Kind Support

Begin the breakdown by listing the line item (number and title). Provide line items for each source of In-Kind Support, delineating the item being donated, donor source, status, and *fair market value* (FMV) assigned to each donation. For each line item, provide a breakdown that illustrates how the fair market value was established.

27. In -Kind Support:	
Rehearsal space, DeKalb Center	
(\$300/hour to rent Ahaj Center x	
8 hours = \$2,400)	\$2,400 <i>confirmed</i>
Costume Prep, Willie May	
Robinson (Professional	
seamstress at \$25/hour x 20	
hours)	\$500 <i>confirmed</i>

Ineligible Expenses

Due to prohibitions in the Georgia Constitution, by other regulations of the state, or by policy, GCA does not fund:

- **Capital Expenditures/ Equipment**

According to the IRS, capital expenditures are permanent fixtures and equipment that generally have a useful life of over two years. The IRS classifies such expenditures the term depreciation, indicating that their cost is written off over the “life of the item” or that number of years for which it is deemed useful. The longest useful life classification by the IRS is for real estate (buildings), forty years. Thus, office equipment, office furniture, and even upgrades to these (such as a new computer software version or different lens for a camera, or re-paving of the parking lot) are not eligible for GCA grant awards and should not be included in the budget presented to GCA. NOTE: Office supplies are eligible.

The following are also deemed ineligible:

- Purchase of buildings or real estate
 - Renovations or improvements involving structural changes
 - Expenses for roads, driveways, parking lots or other projects/repairs
 - Purchases of permanent or generally immobile equipment such as grid systems, sound systems, central air conditioning and all other capital expenditures
- **Fundraising Event Expenses**
Everything that is purchased for use in a fundraising event is an ineligible expense for a GCA grant application budget. This holds true for an auction or art sale fundraiser; the cost of artworks purchased are not eligible expenses. Entertainment, gifts, printing expenses, awards, refreshments, and all other expenses purchased for the fundraising event are all ineligible.

NOTE: All eligible fundraising income included in the application’s Annual Budget must be reported as net dollars.

- Programming provided by the applicant outside of Georgia and the USA
- Tuition for college/university study, whether in the USA or abroad
- Scholarships, prizes, or endowment funds
- Deficits or campaigns to reduce deficits
- Depreciation
- Entertainment expenses, whether receptions, refreshments, staff or cast parties, staff awards, flowers, etc.
- Late registration fees for conferences
- Fees paid to lobbyists

- Travel and accommodation expenses that are over the rate allowed by the state of Georgia (contact your Program Manager for the latest details)
- Items labeled “Miscellaneous” are not eligible and will be deducted by GCA Staff from the Expense Line

THREE-YEAR FINANCIAL COMPARISON EXPLANATION

Explanations are required for any differences of more than 10% between Total Expenses and Total Income over the last three years. To complete this report, refer to the Three-Year Financial Comparison in e-Grant, section IV and respond to the following:

- For lines 30 and 31: provide a written explanation for any differences of 10% or greater between Total Expenses and Total Income for Last FY, Present FY or Next FY
- For lines 32 and 33: provide a written explanation for Operating Surplus or Deficit or Accumulated Surplus or Deficit that appear in lines 32 and 33. If a deficit is shown, clearly explain all of the steps that the organization is taking to eliminate it.

BONUS ARTS EDUCATION QUESTION (OPTIONAL)

Under the re-alignment of GCA’s grants due to the economic recession, all OS applicants have the opportunity to respond to this bonus question. This segment of the narrative is not mandatory. Respondents will be competing for an additional 5 points (1 being the lowest, 5 being the highest) for bonus grant funds to support their Arts Education programs.

To be considered for these additional funds, respond to the question below and follow these instructions:

- Refer to the SOS definitions in the **Glossary** for eligible arts education activities listed under NEA arts education activity types, which include: arts instruction, curriculum development, lectures or demonstrations, and residencies. Only K-12 programs are eligible.
- Response must not exceed two pages of 8.5 x 11 paper; this is in addition to the narrative response page limitation mentioned earlier in these instructions.
- Applicants must submit comprehensive Arts Education Support Material such as lesson/unit plans, study guides, evaluation instruments and photos of artists working with students. This material will also be given consideration in the scoring of this question.

Arts Education Program Questions: (5 points)

1. Provide the total annual budget for arts education programming as both a dollar amount and a percentage of the total annual budget as presented in *e-Grant*.

NOTE: **Arts Education expenses** are those that directly fund the K-12 programming, and are a portion of the applicant's total budget. These could include: salaries for teaching staff and contractors, instructional material, rental or cost factors for instructional space, and a percentage amount for administrative support by staff, whether secretarial, financial, or other.

2. Delineate (type and number) the K-12 arts education programming offered, and group these by the NEA arts education activity (See *Glossary*). Describe the programs, citing, for example how they follow sequential and comprehensive arts learning or adhere to state or national arts standards. And, based on previous years, provide the average number of student participants in each type.

SUPPLEMENTAL INFORMATION

In addition to the Budget Breakdown and Grant Narrative, the following items must be uploaded to the **e-GRANT SYSTEM**.

Consensus Statement Response (if applicable):

If the organization was in Continuation Y1 in FY2010 and is applying for Y2 in FY2011, respond to the Concerns from the FY2010 Consensus Statement prepared by the Peer Review Panel. A response to each concern is required. For every item of concern on the Consensus Statement, restate the concern for clarity, followed by a response describing the action or plans taken by the organization to address the concern. (The FY2010 Consensus Statement was included in the organization's FY2010 Grant Contract Package.) If the organization was in Continuation Y2 in FY2010, this requirement is not applicable.

Condensed Biographies:

Provide a condensed biography for individuals in key leadership positions who were added to the staff since January, 2009. This includes the applicant's chief Administrative and Artistic staff members, full and part-time. Provide additional biographies for any individuals who are contracted employees and whose biographies demonstrate the artistic excellence and organizational competence of the organization. Each biography should not exceed one side of one sheet of 8.5x11 paper. Each

biography must include the person's current affiliation with the applicant organization, and educational and professional credentials that are relevant to the person's current position.

Board of Directors List:

For each member of the organization's governing board, provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Also provide official board titles for board members, such as Chairman.

Community/Citizen Advisory Committee List (if applicable):

This list is required of all dedicated arts units. Please define the committee, stating its purpose and responsibilities. For each member provide the name, corporate, business, or community affiliation and title, mailing address, workday telephone number, and ethnic demographic. Indicate those members who are not elected officials or staff of the government unit or faculty, students, or staff of the educational institution.

ADA Checklist: Applicants must complete the **ADA Checklist** portion of the application if there is not a current ADA Checklist for the venue on file at GCA. A current ADA Checklist is any Checklist submitted in or since FY2008. This section will not be scored, but must demonstrate compliance with ADA requirements in order for the application to be deemed eligible for review. If the project venue is a public facility, this checklist is not required.

Applicants using a Parent Organization's 501(c)3 Status:

Applicants using a parent organization's 501(c)3 (**umbrella** status) must also include a letter from the parent organization's Board Chair stating that the applicant organization is authorized to use the 501(c)3 status of the parent organization.

Be sure to accomplish each item on this Checklist by the deadline. Consult the appropriate section of the Guidelines for detailed instructions on content.

DO NOT submit this Checklist to GCA.

- ☐ Review [FY2011 Application and Contract Compliance Guidelines](#)
- ☐ Complete the following in e-Grant, but do not submit until the entire is ready for electronic submission
 - ☐ Section I-III
 - ☐ Budget Sections IV & V

Combine the following elements, in the order presented, into the three (3) documents outlined below. Each of the three (3) documents must be uploaded to the e-GRANT SYSTEM prior to submission. **e-Grant** will only accept documents in MS Word, Rich Text, MS Excel or PDF formats.

Attachment A: All Microsoft Excel Documents, such as

- ☐ Budget Breakdowns
- ☐ Two-Year SOS Comparison (Format is applicant's choice)

Attachment B: All Microsoft Word/Rich Text or PDF Documents, such as

- ☐ Optional Response to Bonus AE Question
- ☐ Three-Year Financial Comparison Report (if it is not part of the Budget Breakdowns)
- ☐ Consensus Statement Response (if applicable)
- ☐ Condensed Biographies
- ☐ Board of Directors List
- ☐ Community/Citizen Advisory Committee List (if applicable)

Attachment C: Compliance Documents

- ☐ **ADA Checklist** (if applicable)

REMINDER: Do not submit Support Material UNLESS you have responded to the Bonus Arts Education Question. ONLY AE specific Support Material will be reviewed by the panel.